



AIRPORTS AUTHORITY OF INDIA
(A Category – 1 'Mini Ratna' Public Sector Enterprise)
Eastern Region, NSCBI Airport, Kolkata-52
ADVT.No.01/2018-Rectt.(PWD)

SPECIAL RECRUITMENT DRIVE FOR PERSONS FOR PERSONS WITH DISABILITIES

IMPORTANT DATES

Schedule of Process For the Post of Junior Assistant (Fire Service)	
Start Date of On-Line Registration of Online Application	05 November 2018 (from 10:00 Hrs)
Close Date of On-Line Registration of Online Application	05 December 2018 (till 18:00 Hrs)
Online Remittance of Application Fee through SBI MPOS	05 November to 05 December 2018

Note:*Application through Online Mode will only be accepted.

Airports Authority of India invites applications from the eligible candidates to apply **ON-LINE** through AAI's Website www.aai.aero for the following posts:-

Sl. No.	Name of the Post	Level	No. of Vacancies (Number of posts may vary)	Scale of Pay*
1.	Senior Assistant(Finance)	NE-6	01(HH)	Rs.14,500 – 33,500/-
2.	Senior Assistant(Steno)	NE-6	05(OH)	Rs.14,500 – 33,500/-
3.	Assistant(Office)	NE-5	01(VH)	Rs.13,400 – 30,500/-
	Total		07	

Abbreviations used: VH = Visually Impaired, HH = Hearing Impaired; OH = Orthopedically Impaired,
* Basic Pay is due for revision w.e.f. 01-01-2017.

I. QUALIFICATION & EXPERIENCE

Sl. No.	Name of the Post	Qualification & Experience
1	Senior Assistant (Finance)	Graduate preferably B.Com with computer training course of 3 to 6 months with 2 years relevant experience in the concerned discipline.
2	Senior Assistant (Steno)	Graduate with 80/40 w.p.m. speed in Shorthand / Typing with 2 years experience and computer proficiency.
3	Assistant (Office)	Graduate with typing speed of 40 w.p.m. with computer knowledge with 2 years relevant experience in the concerned discipline subject to trade test.

II. EMOLUMENTS

In addition to Basic Pay, Dearness Allowance, Perks @ 46% of Basic Pay, HRA and other benefits which include CPF, Gratuity, Social Security Schemes, Pension, Medical Benefits etc. are admissible as per AAI Rules.

III. AGE LIMIT:

1. Senior Assistant (Finance) - Maximum age 40 years as **30-09-2018**
2. Senior Assistant(Steno) - Maximum age 40 years as **30-09-2018**
3. Assistant(Office) - Maximum age 40 years as **30-09-2018**

IV. RELAXATION IN AGE

1. Upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC (Non-Creamy layer) candidates.
2. Age relaxation as per Govt. rules for Ex-Servicemen candidates.
3. Upper age limits are relaxable by 10 years for candidates who are in regular service of AAI, subject to attainment of 50 years.
4. The date of birth as recorded in the Matriculation/Secondary Examination certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.

V. APPLICATION FEE

The Persons with Benchmarked Disabilities (PWD) candidates are exempted from payment of application fee.

VI. SELECTION PROCESS

1. Screening and eligibility of the candidate will be based on the details provided by them. Before applying for the post, the candidates should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this Advertisement. Furnishing of wrong/false information will be a disqualification and AAI shall not be responsible for any consequence of furnishing of such wrong/false information.
2. The candidates found provisionally eligible shall be called for On-line test and E-Admit Cards shall be issued to them accordingly.
3. The selection for the said posts shall be made on the basis of performance in On-line examination and trade test as applicable.

VII. GUIDELINES FOR FILLING UP ONLINE APPLICATION

The candidates fulfilling the eligibility conditions specified in advertisement notification may apply online registration link for Special Recruitment Drive for Persons with Benchmarked Disabilities is available at AIRPORTS AUTHORITY OF INDIA website i.e. <http://www.aai.aero/en/Career/recruitment>. Application through any other mode will not be accepted. No documents are required to be sent to AAI in connection with the application.

1. Before registering/submitted online applications on the website the candidates should possess the following:
 - a) Valid E-mail ID: The E-mail ID entered in the ON-LINE application form should remain active until the recruitment process is completed. No change in the E-Mail ID will be allowed once entered. All correspondence regarding this recruitment shall be made on registered E-Mail ID including E-Admit Card for appearing in Online Examination.
 - b) While applying ON-LINE, candidate should keep the scanned/digital copy of their passport size color photograph (not more than six months old) of file size 80 KB and their signature in digital format (.jpg or jpeg file only, of file size 30 KB) for uploading with online application.
 - c) All relevant documents/details relating to eligibility criteria viz., educational qualification, caste certificate, experience certificate, driving license, desirable qualification/experience, details of physical measurements, discharge certificate in case of Ex-Servicemen, etc for submitting in online application form in PDF format.
2. The candidates can access the online application form for online registration and payment of application fee from 10.00 Hours on 5th November 2018 till 18:00 Hours on 5th December 2018.

(a) Step-I: Signing-up for Online Registration:

- The candidates fulfilling the eligibility conditions may apply only through online registration link available at AIRPORTS AUTHORITY OF INDIA website i.e. <http://www.aai.aero/en/Career/recruitment>
- The applicant will view instructions page and should to accept the terms & conditions by clicking 'I AGREE' check box given below and pressing the 'START' button for signing-up.
- The applicant should sign-up for online registration by filling-up Post Applied, Name, Community/Category, Sub-Category, Mobile No. and E-mail ID.
- On signing up, the system generated Password and Login ID (Application Seq. No.) will be delivered to the registered Email ID and Mobile Number provided by the candidate.
- The applicant should ensure the correctness of Mobile number and Email ID during registration process.

(b) Step-II: Online Registration of Application:

- After Sign-up, applicant should re-login by revisiting the On-line Application Link at <http://www.aai.aero/en/Career/recruitment> by using login credentials i.e., Login-ID and Password received at their registered Email ID/Mobile Number.
- The applicant should fill in all the information viz., personal details, educational qualification, experience, etc in the on-line application form about himself/herself correctly and upload photograph, signature, certificates, etc.
- Applicants should upload the scanned image of their photograph, signature and other relevant Certificates as per the process given below. The applicant should note that *.jpg/*.jpeg/*.pdf formats only are acceptable:

(i) Photograph:

- Photograph must be a recent passport size colour photograph (not older than 03 weeks).
- Make sure that the photograph is taken against a light-coloured, preferably white background.
- Size of file should be between 50 kb to 80 kb in jpg/jpeg format only. Please ensure that the size of the scanned image is not more than 80kb.

(ii) Signature Image:

- The applicant has to sign on white paper with Black ink pen.
- The signature must be of the applicant only. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature will be rejected.
- Please scan the signature area only and not the entire page.
- Size of file should be between 10 kb to 50 KB in jpg/jpeg format only. Ensure that the size of the scanned image is not more than 50 KB.

(iii) Certificate(s) & Documents Image:

(a) Please scan and upload relevant certificate separately:

- Matriculation Certificate as Date of Birth Proof
- Educational qualification Certificate in respect of post applied for
- Experience Certificate (wherever applicable)
- Community/Caste Certificate.
- Disability Certificate (AS PER FORMAT PRESCRIBED)
- Domicile Certificate
- In case of Ex-Servicemen, scanned copy of Discharge Certificate.
- No Objection Certificate(applicable to candidates working in Govt./PSU etc)

- AAI identity card for AAI employees (applicable for AAI staff)
- (b) Each Certificate should be in JPG/JPEG/PDF Format of size between 50 KB - 100 KB.
- (c) Uploading the Photograph, Signature & Certificate(s): The candidate should login to upload his/her Photograph, Signature and Certificate as per the instructions given in the following paragraphs:
- There are separate links for uploading Photograph, Signature and Certificate(s). Click on the respective link to upload photograph, signature, certificates, etc.
 - Browse and select the location where the scanned photograph/Signature/ Certificates files have been saved. Select the file by clicking on it.
 - Click the 'Open/Upload' button. The photograph/signature/ certificate file will get uploaded.
 - Candidate is required to download the system generated online application form with unique Application Sequence Number, which may be retained for future reference.
3. The candidates should ensure the completion of both Step-I and Step-II of the registration process by the stipulated date and time. On successful submission of Online Application, the Candidate is required to download system generated Online Application Form with unique Application Sequence Number, which may be retained for future reference.
 4. Candidates are advised not to attempt for multiple registration for the same post again, as in case of multiple registrations for the same post the candidature is liable to be cancelled / rejected without any notice / intimation to the candidate.
 5. Candidates are required to enter all information correctly in on-line application form and verify the same before final submission, as changes shall not be permitted after submission of the application form.
 6. Responsibility of receiving, downloading and printing of admit card for On-line examination / Trade test / any other information shall be of the candidate. AAI is not responsible for any loss of E-mail sent, due to invalid / wrong E-mail id provided by the candidate or for delay / non-receipt of the information if a candidate fails to access his / her mail or AAI website in time.

VIII. GENERAL INSTRUCTIONS

1. Only candidates who are domicile of West Bengal, Bihar, Odisha, Chattisgarh, Jharkhand, Andaman & Nicobar and Sikkim States can apply for the above posts. Domicile Certificate issued from the O/o The District Magistrate to be uploaded along with the Application Form.
2. Disability of applicants applying against the quota reserved for the physically challenged persons should not be less than 40%. Specimen copy of Disability Certificate annexed as Annexure-1 to be filled and countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal) and needs to be uploaded at the time of application.
3. All Degree / Diploma /Certificates should be from University / Institute recognized and approved by AICTE / State Board.
4. A copy of SC/ST/OBC/Physically Challenged certificate from a competent authority shall necessarily be submitted by the candidates who belong to any particular category.
5. Candidates applying for more than one post should apply separately.
6. Before applying for the post, the candidates should ensure that he/she fulfils the eligibility and other norms mentioned in the advertisement. He/she may cross-check the information furnished

in the application form before finally submitting the same as no correction would be possible later.

7. The eligibility with respect to age and experience will be determined as on 30th September, 2018.
8. Employees of Government and Public Sector Undertaking may apply On-line after obtaining permission from the concerned office and shall be required to produce "No Objection Certificate" at the time of trade test if shortlisted.
9. The Online test will be held at **Kolkata, Patna, Ranchi, Bhubaneswar & Raipur**. The number of cities can be reduced or increased, depending upon the number of candidates and in that case candidates will be asked to appear at other cities than specified by them.
10. Mere fulfilling of minimum qualification, experience and job requirement will not vest any right on candidates for being called for selection. No interim correspondence will be entertained.
11. Candidature of the registered candidates is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.
12. Decision of AAI in all matters regarding eligibility of the candidates; the stages at which such scrutiny of eligibility is to be undertaken; the documents to be produced for the purpose of selection and any other matter relating to recruitment will be final and binding on the candidates. Management reserves the right to fix the standard and specification of screening and calling the number of candidates for On-line test and for trade test.
13. The Admit cards for Online Test/Trade test as applicable, or letters to be issued to the candidates are purely provisional. However, in case any ineligible candidate has been issued admit card and has appeared in the On-line test /trade test or allowed to join AAI, his / her candidature will automatically be treated as cancelled at any stage of the recruitment / service in AAI on grounds of his / her ineligibility.
14. AAI reserves the right to modify / alter / restrict / enlarge / cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reasons thereof. The decision of the Management will be final and no appeal will be entertained.
15. Selected candidates are liable to be posted anywhere in India.
16. No TA / DA will be paid for appearing in the On-line examination.
17. Canvassing in any form of bringing influence will be treated as a disqualification.
18. Airports Authority of India will have full discretion to fix minimum qualifying marks and other eligibility criteria.
19. Court of Jurisdiction for any dispute will be at Kolkata.
20. All future communications / information in general regarding this recruitment will be made available on website www.aai.aero.

NAME AND ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____

Date: _____

DISABILITY CERTIFICATE

Recent Photograph of
the candidate
showing the disability
duly attested by the
Chairperson of the
Medical Board.

This is certified that Shri / Smt / Kum _____

Son / wife / daughter of Shri _____ age _____

Sex _____ identification mark(s) _____ is suffering
from permanent disability of following category:

A. Locomotor or cerebral palsy:

- (i) BL – Both legs affected but not arms
- (ii) BA – Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) BLA – Both legs and both arms affected
- (iv) OL - One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (v) OA – One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (iv) BH – Stiff back and hips (Cannot sit or stoop)
- (vii) MW – Muscular weakness and limited physical endurance

B. Blindness or Low Vision:

- (i) B – Blind
- (ii) PB – Partially Blind

C. Hearing impairment:

- (i) D- Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ year's _____ months. *

3. Percentage of disability in his / her case is _____ per cent.

4. Sh. / Smt. / Kum _____ meets the following Physical requirements for discharge of his / her duties:-

- | | |
|--|----------|
| (i) F – can perform work by manipulating with fingers. | Yes / No |
| (ii) PP – can perform work by pulling and pushing. | Yes / No |
| (iii) L – can perform work by lifting | Yes / No |
| (iv) KC – can perform work by kneeling and crouching | Yes / No |
| (v) B – can perform work by bending | Yes / No |
| (vi) S- can perform work by sitting | Yes / No |
| (vii) ST – can perform work by standing | Yes / No |
| (viii) W – can perform work by walking | Yes / No |
| (ix) SE – can perform work by seeing | Yes / No |
| (x) H – can perform work by hearing / speaking | Yes / No |
| (xi) RW – can perform work by reading and writing | Yes / No |

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

Countersigned by the
Medical Superintendent / CMO / Head of Hospital (with seal)

***Strike out which is not applicable**